



MINUTEMAN INFORMER
Nov 2003 – Jan 2004



IN THIS ISSUE:

<u>ARTICLE</u>	<u>PAGE</u>
HRO Office Numbers	1
HRO Officer	2
Deputy Human Resources Officer	3
AGR Manager	4
Equal Employment Opportunity	5-9
Tricare Health Services	10
Personnel Services	11
Employee Development	12
Classification	13
Awards & Appraisals	14-16
Employee Relations	17
Retirements & Promotions	18

HUMAN RESOURCE OFFICE

Director	COL Shawn Keyes	562-0852
Admin Supt Tech (OA)	SPC Nellisha McLeary	562-0851
Labor Relations Officer	CW2 Mickey McGuire	562-0857
State EEO Manager	MSgt Kathy McCready	562-0854
EEO Specialist		562-0856
AGR Manager	LTC Nicholas Chimienti	562-0882
Recruiting & Placement/Comp.	Sharon Marrazzo	562-0860
Supv. Human Resources Spec.	CW2 Michele Thomas	562-0872
Recruiting & Placement/Comp.	Colleen Joseph	562-0871
Senior Personnel NCO	MSG Michael Zelenski	562-0863
Human Resources Asst. (Military)	SPC Nicole Latham	562-0861
Information Systems Spec.	SFC Joyce Locklear	562-0878
Information Systems Spec.	Zandra Ramcharitar	562-0877
Deputy Human Resource Officer	MAJ Daniel Mahon	562-0853
Employee Develop Spec	Lorraine Jamison	562-0874
Classification Specialist	CMSgt Kathy Christian	562-0873
Classification Asst. Spec	TSgt Barbara Alcott	562-0870
Human Resources Assistant	SSgt Diane Hess	562-0889
Supv. Human Resources Spec.	1Lt Devon Hanson	562-0881
Personnel Assistant	SPC Vanessa Platt	562-0867
Personnel Assistant	PFC Tawasha Vann-Weaver	562-0866
Personnel Assistant	Cathy Timmons	562-0887
Personnel Assistant	SPC Elizabeth Obuobisa	562-0864
Health System Specialist	SrA Jacquelyn Bertrand	562-0858

Standard Day Off CY2003 - 2004

14 October 03	10 November 03	08 December 03	05 Jan 04	02 Feb 04
27 October 03	24 November 03	22 December 03	20 Jan 04	16 Feb 04
01 Mar 04	12 Apr 04	10 May 04	07 Jun 04	05 Jul 04
15 Mar 04	26 Apr 04	24 May 04	21 Jun 04	19 Jul 04
29 Mar 04				
02 Aug 04	13 Sep 04	11 Oct 04	08 Nov 04	06 Dec 04
16 Aug 04	27 Sep 04	25 Oct 04	22 Nov 04	20 Dec 04
30 Aug 04				

2003 - 2004 FEDERAL HOLIDAYS

DATE	HOLIDAY	DATE	HOLIDAY
27 NOV 03	THANKSGIVING DAY	04 JUL 04	INDEPENDENCE DAY
25 DEC 03	CHRISTMAS DAY	06 SEP 04	LABOR DAY
01 JAN 04	NEW YEARS DAY	12 OCT 04	COLUMBUS DAY
20 JAN 04	MARTIN LUTHUR KING'S BIRTHDAY	11 NOV 04	VETERANS DAY
17 FEB 04	PRESIDENTS DAY	25 NOV 04	THANKSGIVING DAY
26 MAY 04	MEMORIAL DAY	25 DEC 04	CHRISTMAS DAY



HUMAN RESOURCES OFFICER

SHAWN P. KEYES
COL, GS, NJARNG
Assistant Chief of Staff, J1
(609) 562-0852

Where did the year go? We are entering the 2003 holiday season! Using my crystal ball to look ahead into 2004, I see a very busy year for our National Guard and the Full Time Support Force. The Army Guard will undergo a huge mobilization, larger than ever before in our New Jersey history. The 177th FW will continue it's high uptempo doing its CAP mission. The 108th will continue to fly all it's combat support missions.

At this time of year we worry about our soldiers deployments and it's affect on our lives and families. We need to be thinking about mission and safety, our safety and the safety of our fellow workers.

Some changes are occurring in the J1-HRO office too. LTC Nicholas Chimienti, the AGR manager, is moving to the J3 Training Office. PFC Tawasha Vann-Weaver will be mobilized with the 50th Personnel Services Battalion and of course CW2 Mickey McGuire is still in Iraq with the 253rd Transportation Company. We wish them luck and God's Speed.

Our office is collecting items to mail ver to Iraq for CW2 McGuire. Some of our thoughtful personnel thought it would be great to mail him Christmas cards from us and also to put in Christmas cards for him to mail back. This is just an idea if you know of someone overseas try something like this gesture.

To All: Have a Happy Thanksgiving, Happy Holiday, and safe New Year 2004!



DEPUTY OFFICER HUMAN RESOURCES

MAJ Daniel T. Mahon, (609) 562-0853

NOTABLE NOTES FROM THE HRO

Many things will be happening over the next 2 months..... Halloween for all you kids..... followed by Thanksgiving Day.... for which we should all give thanks for the great land that we live in and to remember our comrades in Harms Way all over the globe.....and then the grandest of holiday seasons..... your own special holiday observance and New Years !!!!!

Now before we get to involved in all the hustle and bustle of the season lets take a moment and make sure we are looking after ourselves and our loved ones. We have Open Season for Federal Employees Health Benefits going on from NOW until 8 December 2003. Take a minute and make sure you have the RIGHT Health Plan for you and your family..... does it have the right coverage, does it provide the best benefits for the cost of coverage, is it right for you????? If the answer to any of those questions are, "NO"..... call us 609-562-0853.

Retirement.....STOP and THINK a minute. CSRS and Military personnel are you contributing to the Thrift Savings Plan (TSP) if not you should consider the benefits of contributing. You can contribute up to 9% of your salary beginning in January 2004..... all you have to do is complete the TSP Form and submit it to this office NLT 31 December 2003. FERS personnel can contribute up to 14% of your salary beginning in January 2004 and remember the TSP is **just 1/3 of your retirement money**. The more you contribute to TSP the larger your nest egg in old age. If you are 50 years old or more there is also the TSP Catch Up program you can get involved with. **YOU ALL PROBABLY NEED MORE INFORMATION SO CALL US @ 609-562-0853 WE ARE HERE FOR YOU.** Feel free to stop in and say hello and ask us a question..... enjoy the day and each other.



AGR MANAGER

LTC Nicholas Chimienti, (609) 562-0882, DSN: 944

Semi-Annual AGR APFT Results, 14 October 2003, Fort Dix, New Jersey

The following soldiers scored the maximum of 300:

SFC James Kapp
MSG Yvonne McGuire
MAJ John Sheard
SSG Donald Brandinelli
MAJ Mark PETERSKI
MSG Robert Cuff

The following soldiers earned the Physical Fitness Excellence badge by scoring at least 90 points on each of the events:

COL Frank Carlini	298	SGT Tyrome Joyner	298
MSG David Stillwagon	297	SGT Francisco Valdez	296
CPL Luis Ruahenao	294	MAJ John Metzler	294
SFC Alfonso Clarke	293	LTC Nicholas Chimienti	292
MSG Jeffrey Pels	292	LTC Steven Ferrari	291
COL Edward Slavin	290	SFC Thomas Christiani	290
SFC Earl Henry	290	SFC Michael Parmigiano	290
MSG Anthony Basile	283	MSG Hermenegildo Devarie	283
SFC Paul Presley	283		

The following soldiers scored 270 or above on the AGR APFT:

CPT Keith Horyczun	289	CW3 Nicholas Brady	288
SGT Michael Hutchinson	288	SFC Fred Plowman	286
CPT Joel Martin	286	CPT Jonathan Lapidow	284
SGT Victoriano Rivera	284	CPT Timothy Coakley	283
SSG Robert Barea	281	SSG Luis La Luz	280
LTC Joseph Sarama	280	SGM Mark Slachetka	280
SFC Michael Drummey	279	CPT Charles McDonald	278
COL Kent Milliken	278	SSG Calvin Davis	277
MAJ Jemal Beale	276	SFC Roseanne Fisher	276
SSG Ernest Santiago	275	SFC Bravanian Mosely	273
SFC Robert Huster	271	MAJ Gerald Minchin	271
SFC Joseph Moreno	271	CPT George Fest	271

All of these soldiers are commended for their outstanding individual performance!



Equal Employment Opportunity

MSgt Kathey McCreedy, 562-0854



Handling Traumatic Events “How to Listen to Someone Who is Hurting”

Whenever people face bereavement, injury, or other kinds of trauma, they need to talk about it in order to heal. To talk, they need willing listeners. Unfortunately, many of us shrink from listening to people in pain. We may feel like we have enough troubles of our own, or be afraid of making matters worse by saying the wrong thing.

Sometimes we excuse ourselves by assuming that listening to people who are hurting is strictly a matter for professionals such as psychotherapists or members of the clergy. It is true that professional people can help in special ways, and provide the suffering individual with insights that most of us aren't able to offer. However, their assistance, although valuable, is no substitute for the caring interest of supervisors, co-workers, friends, and others from the person's normal daily life.

It is natural to feel reluctant or even afraid of facing another person's painful feelings, but it is important not to let this fear prevent us from doing what we can to help someone who is suffering.

Though each situation is unique, some guidelines can help make the process easier:

- **The** most important thing to do is simply be there and listen and show you care
- **Find** a private setting where you won't be overheard or interrupted. Arrange things so that there are no large objects, such as a desk, between you and the person
- **Keep** your comments brief and simple so that you don't get the person off track
- **Ask** questions which show your interest and encourage the person to keep talking, for example:

“What happened next?” or “What was that like?”

(EEO Cont.)

- **Give** verbal and non-verbal messages of caring and support. Facial expressions and body posture go a long way toward showing your interest. Don't hesitate to interject your own feelings as appropriate.
- **Let** people know that it's OK to cry. Some people are embarrassed if they cry in front of others. Handing over a box of tissues in a matter-of-fact way can help show that tears are normal and appropriate. It's also OK if you get a bit teary yourself.
- **Don't** be distressed by differences in the way people respond. One person may react very calmly, while another expresses strong feelings. One person may have an immediate emotional response; another may be "numb" at first and respond emotionally later. Emotions are rarely simple; people who are suffering loss often feel anger along with grief. Unless you see signs of actual danger, simply accept the feelings as that person's natural response at the moment. If a person is usually rational and sensible, those qualities will return once their painful feelings are expressed.
- **Don't** offer unsolicited advice. People usually will ask for advice later if they need it; initially it just gets in the way of talking things out.
- **Don't** turn the conversation into a forum for your own experiences. If you have had a similar experience, you may want to mention that briefly when the moment seems right. But do not say, "**I know exactly how you feel**" because everybody is different.
- **It's** natural to worry about saying the "**wrong thing**." The following is a brief but helpful list of things not to say to someone who is suffering:

DO NOT SAY:

"You shouldn't take it so hard"
 "You're overreacting"
 "It could be a lot worse"
 "You're young, you'll get over it"
 "You have to pull yourself together"

- **These** are helpful guidelines, but the most important thing is to be there and listen in a caring way. People will understand if you say something awkward in a difficult situation.
- **Once** you have finished talking, it may be appropriate to offer simple forms of help. Sharing a meal, a ride, and additional support at work are simple, but can be very meaningful to both of you. As a supervisor/manager/employee, you represent the organization, and your caring presence can mean a great deal in helping others feel supported.

(EEO Cont.)

“Building Blocks of the Respectful Workplace”

Respect in the workplace is built on a foundation of very important principles.



The Respectful Workplace

Appreciating Diversity

Accepting Differences

Equality

Equality

The foundation that a respectful workplace is built upon is ***equality***. We must be willing to acknowledge that all persons have an equal right to work. Each person should have an equal opportunity to make the best use of his or her abilities regardless of race, sex, religion, national origin, or any other characteristic.

(EEO Cont.)

Accepting Differences

Acknowledging equality requires that we be able to ***accept differences*** between us. We all work with people who are different from us. They may look different, sound different, and even behave differently than us. They may practice a different religion or come from a different cultural background than we do. We must realize that these differences do not prevent us from having an equal right to work.

Appreciating Diversity

Beyond merely accepting differences between our co-workers and ourselves is the ability to ***appreciate the diversity*** that exists in our workplace. The variety of experiences, viewpoints, abilities, and ways of thinking to be found in today's workforce is an advantage for any organization. This diversity adds depth and strength to the workplace.

Take a moment to consider some advantages to our differences. What would our organization be like if we were all the same?

The Respectful Workplace

On this foundation of equality, accepting our differences, and appreciating our diversity, we build ***the respectful workplace***. The respectful workplace is a place of mutual respect for all employees, where no one feels harassed or scared. Does it sound impossible? It's not, if we are willing to start by modeling a respectful workplace ourselves.

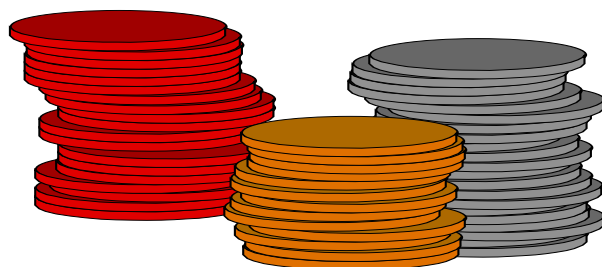
Examining our own attitudes and beliefs is a start, but to model respectful behavior we must also examine our actions. We need to be aware that harassment claims occur because each of us have different levels of tolerance or appreciation for sexual innuendo, jokes of a sexual nature or about race, age, religion and national origin, and for other behaviors that draw attention to, or make fun of differences. We must make sure that we do not engage in any behavior ourselves that could be considered offensive or harassing. We should never abuse our authority to seek sexual favors from subordinates. And we certainly should not discriminate against employees on the basis of race, age, or any other factor.

(EEO Cont.)

EQUAL EMPLOYMENT OPPORTUNITY

MSgt Kathey McCready

(609) 562-0854



2003 Combined Federal Campaign (CFC)

The New Jersey National Guard Combined Federal Campaign (CFC) officially kicked off it's 2003 Campaign on 15 October 2003.

The CFC provides each of us with an annual opportunity to voluntarily help others and ourselves by donating to community, National and International level human, health and environmental organizations. This year, over 3,000 human and health service organizations are listed in the CFC Catalog. There is certainly at least one cause deserving consideration for your personal contribution.

Contributions may be made via payroll deductions each year or by check. In selecting the payroll deduction option, you will be able to optimize the size of your contribution, as well as more easily manage incremental deductions from your hard-earned pay evenly across the year.

Over the years our Department has been most successful in its endeavors because of your personal generosity and concern. Therefore, we urge every employee to wholeheartedly support this worthy cause. Coffee mugs will be given to the first 72 people to make a contribution.

See your organization's CFC Coordinator for campaign booklets and forms, or call MSgt Kathey McCready at 609-562-0854 for more information, and.....

"Catch the Spirit"



HEALTH SERVICES

*SrA Jacquelyn Bertrand
(609) 562-0858*

**~CURRENT HEALTH INFORMATION WILL NOW BE POSTED
NEXT TO THE AGR VACANCIES IN THE HRO OFFICE~**

TRICARE Encourages Sponsors to Wrap Their Newborn Babies in DEERS

A newborn infant is covered as a TRICARE Prime beneficiary in DEERS for the first 120 days after birth--as long as one additional family member is enrolled in TRICARE Prime or TRICARE Prime Remote. After the initial 120 days, any claim submitted for a newborn will process as TRICARE Standard until the infant is enrolled in DEERS and TRICARE Prime, or the infant's TRICARE Standard eligibility ends. Eligibility for TRICARE Standard benefits ends 365 days after birth for any newborn infant who is not enrolled in DEERS.

To establish TRICARE eligibility in DEERS, parents or legal guardians are required to submit a certificate of live birth from a hospital or TRICARE approved birthing center and a copy of a verified and approved DD Form 1172

"Application for Uniformed Services Identification and Privilege Card" signed by the sponsor.

DEERS Verification Changes for Unremarried Former Spouses

The Social Security number (SSN) used to verify TRICARE eligibility in the Defense Enrollment Eligibility Reporting System (DEERS) for unremarried former spouses is changing. Starting October 1, 2003, DEERS will reflect TRICARE eligibility for these beneficiaries using the unremarried former spouse's own SSN and not the former sponsor's. Health care information will be filed under the unremarried former spouse's own SSN and name.

These beneficiaries will now use their own name and SSN to schedule medical appointments and to file TRICARE claims.

The current Uniformed Services Identification and Privilege Card, DD Form 1173, held by the unremarried former spouse is still valid until it expires. Upon renewal, the unremarried former spouse will be issued a replacement Department of Defense/Uniformed Services Identification and Privilege Card, DD Form 2765.

The Defense Manpower Data Center Support Office is sending a letter to all beneficiaries affected by this change. The letter explains the new DEERS eligibility verification procedures and serves as official notification from Department of Defense regarding this change. The letter does not, however, provide proof of continued eligibility for TRICARE health care benefits.

After October 1, 2003, unremarried former spouses may contact or visit the nearest identification card issuing facility (locations may be found online at <http://www.dmdc.osd.mil/rsl>) for questions or assistance. Unremarried former spouses should always keep their DEERS information current and up-to-date. For questions regarding their medical records, they should contact the Military Treatment Facility and medical records department where their Department of Defense medical records are stored.

PERSONAL SERVICES

*Supervisory Human Resources Specialist
CW2 Michele Thomas, (609) 562-0872*



PPP – It's an important acronym to remember.

Did you know? The Office of Personnel Management (OPM) and the Department of Defense (DoD) have a program set up to place NATIONAL GUARD Technicians if they lose their military membership. The program is called the Priority Placement Program (PPP).

A technician, upon learning of a pending loss of military membership through no fault of his or her own should contact the Human Resources Office Staffing section. We may be able to help you retain federal employment status. Here's how it works.

The HRO Staffing section will counsel technicians who are being separated administratively or for medical conditions, asking questions and obtaining information for the federal data bank. These questions mainly address your employment preferences, etc. You will be entered into a computer system where other federal agencies will see your qualifications, etc. These agencies may then offer you a job in their organization based on their position needs and your assignment priority.

PPP is not a promise of employment. It is a means of making you more visible to the federal system, thereby giving you the opportunity to extend your career once you have separated from the military. For more information on the Priority Placement Program, contact CW2 Michele Thomas, Supervisory Human Resource Specialist @ (609) 562-0872.



EMPLOYEE DEVELOPMENT

Lorraine Jamison, (609) 562-0874

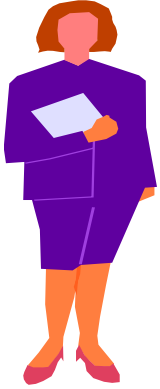
My name is Lorraine Hannibal Jamison and I am the new Employee Development Specialist. I have been in this position since Aug 2003. I have been in the Human Resource Office for seven years. My previous position was Personnel Management Specialist. I've also worked for the New Jersey Air National Guard for 20 years in various positions in the 108th Comm flight

The annual technician/AGR training survey has been distributed. Units that do not complete their surveys will not be funded for technician training. This survey helps in justifying and defending the training budget.

Supervisor training will be held 10-12 December 2003 in Bldg. 3650 on Fort Dix. More information to follow.

Feel free to e-mail or call me for any training requests or questions.

Lorraine Hannibal Jamison
609-562-0874
Lorraine.Jamison@nj.ngb.army.mil



CLASSIFICATION

TSgt Barbara Alcott, (609) 562-0870

WHEN'S MY PROMOTION?

In a previous article this year, I addressed a common question we hear in Classification - "My OPR said there's a new position description out for me but I haven't see it. Do you have it?" Now, I'll address another common question Classification receives "My OPR sent me a new position description so when am I promoted?"

In the age of electronic wizardry, it takes just seconds for information to be transmitted. So, yes, when NGB-Classification releases new position descriptions, the OPRs can (and do) email the position description out to the field. However, just because you (or your supervisor) has received the new position description release does not mean a promotion is automatic.

After HRO-Classification receives notification of the new position description, we review the implementation instructions. We will then forward the implementation instructions and the position descriptions along with a transmittal letter to the activity. It's not uncommon for a "new" position description to be just that – new – and the current position description **has not been abolished or replaced** thus it is still valid. To use the "new" position a desk audit may be completed (to verify duties at the higher grade is being performed) or the "new" position description may be advertised. And sometimes a newly released position description updates or redescribed the duties and individuals are reassigned a different position description number.

To date, HRO-Classification has received 12 new position description releases or better yet that's over 180+ position descriptions. One release contained over 110+ position descriptions.

The HRO-Classification team can answer your position description release questions. Call CMSgt Kathy Christian at DSN 944-0873, Commercial (609) 562-0873 or TSgt Barbara Alcott at DSN 944-0870, Commercial (609) 562-0870.



AWARDS & APPRAISALS

*Personnel Assistant
Cathy Timmons, (609) 562-0867*

CERTIFICATE OF SERVICE “2003”

Congratulations to the following individuals for their years in Service Awards:

5 years in Service

ARMY

Tyshon Russell
Eric Widland
Anthony J. Yezuita
Judith E. McCabe
Yashica R. Geter Carver (LWOP-AGR)
Diane Ramirez
Janet Francis
Augustine J. Dashiell
Walter Laskowski
Thomas T. Frickanisce Jr.
Christopher Joyce
Bruce J. Hars
Ryan D. McLelland
James M. Pregler
Kristina S. Sofchak
Zimri T. Williams
Neil J. Macarthur
Jonathan M. Sodomini
Jonathan Lapidow
Frank X. Samaniego
Michael F. Bell
Jason R. Gilsenan
Jorge L. Vazquez
Brian E. Washington
Douglas Standfast
William S. Sage
Christopher S. Lunceford
(Awards Cont.)

AIR FORCE

Luz M. Aponte
Julius E. Simmons
Dorothy N. Siciliano
John J. Fogarty
James M. Keefer
Damon K. Jackson
James E. Simmons
Christopher Schauers
James T. Layton Jr.
Edwin E. Krampitz
Stephen J. Falker
Martin J. Ryan
Patricia M. Hughes
Thomas J. Revak III
Michael Krizauskas
Jeffrey L. Calhoun
Mark S. Mastrogiovanni
John Digiorgio

10 years in Service

ARMY

Keith Mackey (AGR)
Scott E. Dromgoole
Peter E. Achenbach
Michael S. Mcmanus
John J. Hegyi
Robert A. Dollaway
Joseph R. Brander Jr.
Paterick O'Connor
Frederick E. Derry
Nicholas M. Kampf III
Edward J. Phillips
Gregory Williams

AIR FORCE

Stephen Caroleo
Mike Yung
Richard J. Trasferini
Michael S. Moore
John J. Zappile Jr.
Michael S. Curran
Jay E. Russo
Todd S. Kriss
Gretchen A. Ramp
Thomas R. Capito
Christopher F. Houseworth
William D. Bondinello
Jill L. Kovak
Ryan L. Hickey
Darren W. Babnew
Steven F. Jamison

15 years in Service

ARMY

Joseph Pipas
John Mikajlo Jr.
Richard G. Loftus
Joseph V. Chiaravallo
Willie C. Wadley
James J. Trainor
Rhue L. Kienzle
David B. Reese
Barry A. Odell
Karen D. Monus
Rosa E. Mirza
Emilio H. Jimenez Jr.
John W. Simms
Michael M. Ciarrocca
Robert E. Callahan
Joseph J. Long
Michael Hose
Valerie A. Hopkins
Marie S. Durling
William L. Ohara Jr.
Glenn J. Godleski
Fabiola B. F. De Verteuel
Miguel A. Roldan
Miguel A. Torres

AIR FORCE

Normand E. Spinney
Donald C. Rhodes
Stephen S. Berling
Brian D. Dickson
Kate S. Urie
Shawn Hardy
Daniel W. Houseworth
John A. Pareene
Daniel J. Rutkoski
Robert M. Kelly
Richard J. Buhl
Kevin P. Kelley
Edward Heacock
Lisa M. Ameigh
Joann Flores

(Awards Cont.)

20 years in Service

ARMY

Patricia Mendoza
Michael E. Phelan
Alton M. Godbolt
Clifford F. McNally
James O. Ritter Jr.
Douglas W. Mcneil
Beverly A. Linzenbold
Angelo J. Mortara
Maurice A. Broadnax
Edward T. Kobiela
Donald E. Jones
Gregory E. Loats
Richard Marcano
Steven L. Ferranto
Kenneth D. Lucas II
Paul J. Burger
Charles W. Helms
Michael A. Edwards
Tilbert C. Brymer Jr.
Chrystal D. Atkins
Jorge Ocasio

AIR FORCE

Peter D. Smoley
Audley J. English
Michael J. Bickel
James C. Arrison
Gail A. Marchesa
Anthony D. Bua
Richard B. Himes
Jack D. Green
Joseph J. Accurso
James Traenkner Jr.
Timothy J. Carroll
Alan B. Howell
Braden R. Mullins
Wanda Carey

25 years in Service

ARMY

Letitia Queen
Lucas Nooter
James D. Rosenberg Jr.
David R. Nunlist
Rafael Brito

AIR FORCE

John F. Verner
Stephen S. Duran
Stephen E. Naughton
John L. Bartlett
Michael A. Arnao
Jeffrey W. Powell
Robert G. Thurlow Jr.
Diane D. Burt
Frank L. Braun
Michael M. Balas
Jack D. Hofschild
Donald G. Newlin Jr.

30 years in Service

ARMY

Alfred B. Lundy
Mark J. Hechinger
Wayne E. Temple

AIR FORCE

William E. Kealey
Robert L. Mayerik
Michael T. Phelan
James P. Smollock
Barbara J. Dzurinko





EMPLOYEE RELATIONS

1Lt Devon Hanson, (609) 562-0881

Hello everyone, my name is 1Lt Devon Hanson; I am the new Employee Relations Specialist. I over-see technician benefits to include retirements, appraisals, and training. I am replacing Chief Christian who is now the Classification Specialist. I was previously the Training Manager, which is now handled by Ms Lorraine Jamison. As you can see, we have done some moving around in the Human Resource Office (HRO). Regardless of who is doing what we will continue to give you the best service you can expect. If you ever have any questions pertaining to technician benefits or anything else please feel free to contact me at DSN 944-0881 or COMM 609-562-0881.

Right now is Open Season for the Thrift Savings Plan (TSP) which runs from Oct 15-Dec 31. TSP is a retirement savings plan for technicians, civilians and military personnel. For more information you can call me or visit the TSP website at WWW.TSP.GOV. Around the corner November to December is open season for the Federal Health Benefit. There is also the Flexible Spending Account, which allows eligible employees to pay for certain benefits with pre-tax dollars. Visit www.FSAFEDS.COM/FSAFEDS/ website or call me.



Retirements & Promotions

Senior Personnel NCO

ISG Michael Zelenski (609) 562-0863

Retirements – Aug 03

MSG James L Thompson Jr.
SFC Anthony W. Davis
SFC Ronald G. McTighe
SFC Michael Miragliuolo

Promotion – Aug 03

SGT Joseph C. Wolf
SFC Dilok Boonmema
SSG David J. Jensen

Retirements – Sep 03

(None)

Promotion – Sep 03

SSG Melissa A. Resides
SSG Kathy A. Martin
SFC Valerie A. Hopkins
SSG Daniel Rosas

Retirements – Oct 03

CW2 Sharon L. Shaw
CW4 Robert W. Crisso

Promotion – Oct 03

SSG Mitchell D. Costa Jr.
MSG Maynard A. Pinkham Jr.
SFC Christin Auriemma

Retirements – Nov 03

SFC Michael A. Trojak